



Recreation Leader III

Job Code: 0113

Originated: 10/05

Revised: 04/06

HR Ordinance Status: Classified

Salary Grade: 2138

EEO Code: 24

FLSA: Non Exempt

Supervisory: Yes

Competencies Required:

CLASS SUMMARY

Performs responsible duties in supervising and coordinating various recreation activities at a Recreation or Human Services Community Center or for a citywide recreation program in the Community Services Department.

DISTINGUISHING CHARACTERISTICS

The Recreation Leader III is distinguished from the Recreation Leader II by the first line supervisory responsibilities and more responsible work.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Personifies leadership and promotes shared responsibility, teamwork and continuous improvement by assisting the coordinator in planning, organizing, observing and directing a variety of recreational activities in a recreation program area.
- Plans, organizes, supervises and implements activities within a specific Park/Recreation Program area, coordinating a citywide program; planning and promoting special events.
- Assists with training, participates in the selection of and supervision of assigned recreation staff, contract workers and volunteers in city-wide activities such as sports leagues, park programs, senior center programs and special events. Assists with performance reviews and disciplinary matters as needed.
- Responds to and resolves complaints; advises and provides assistance to individuals and groups on related recreational problems. Assists and responds to the general public regarding questions, comments or concerns.
- Exercises responsibility for the maintenance of equipment, materials and personnel used in a given activity.
- Prepares verbal and written reports using a personal computer. Maintains files and records; orders supplies as needed.
- Assists in preparing and monitoring program budget.
- Assists in developing and maintaining positive work relationships with other governmental agencies and groups, supporting team play whenever possible.
- Plans, organizes and directs recreational activities.
- Plans, organizes and confirms the implementation of safety procedures and the maintenance of safety equipment.

- Assists with program and events publicity and marketing.
- Supervises the issuance, use, care and maintenance of recreation supplies and equipment.
- Maintains discipline, order and crowd control at activity site.
- Applies resuscitation techniques and first aid as necessary.
- Encourages integration of adapted recreation participants.
- Writes program evaluations; maintains financial records to justify and support programs.
- Attends and conducts staff meetings to train staff in specific program area, policies, procedures, safety, public relations skills and leadership skills.
- Attends conferences and related meetings to coordinate and enhance various recreation programs and services; maintains awareness of new developments in the parks and recreation field.
- Observes and evaluates existing services, projects, programs and provides assistance to individuals and groups.
- Assists with maintenance of buildings, grounds, and facilities.
- Submits a variety of monthly and weekly reports to supervisor/manager on issues including accomplishments, problem areas, current issues and budget.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Recreation methods and procedures.

Requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Skills:

Excellent organizational, problem-solving, customer service and negotiating skills.

Ability to:

Meet and deal tactfully with people.

Solve disciplinary problems effectively.

Train, supervise and plan the work of subordinates.

Plan, organize, implement and supervise recreation activities.

Communicate effectively verbally and in writing.

Work effectively with co-workers, various civic groups, organizations and people of all ages.

Supervise part-time personnel.

Produce quality written documents.

Make mathematical calculations and draw logical conclusions.

Education and Experience

Any combination of training, education and experience equivalent to one year of college course work in recreation or a related field and one year as a Recreation Leader II or comparable level of experience in the recreation field.

Licensing and Other Requirements

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Ability to learn and use CPR certification, first aid and other safety techniques.
Work evenings, weekends and holidays.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

Work is performed under general supervision by a Recreation Coordinator, Human Services Manager or Senior Recreation Coordinator in the Parks and Recreation or Human Services Divisions of the Community Service Department and within standard operating procedures.

This classification supervises regular and seasonal Recreation Leader I, Recreation Leader II, and Recreation Specialists, contract workers and volunteers.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Apply resuscitation techniques and first aid as necessary.
- Lift and carry tables, sound and lighting equipment and booth frames, weighing up to 80 pounds.
- Operate a variety of standard office equipment including a personal computer requiring continuous and repetitive arm, hand and eye movement.
- Work evenings, weekends and holidays.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.